

309 Paid Time Off (PTO)

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Purpose: To encourage employees to enjoy time away from work to help balance their lives while recognizing the diverse needs employees have for time off from work. PTO promotes a flexible approach to time off. Under this system, an employee may draw upon his/her Paid Time Off (PTO) days for vacation, sick leave, holidays, medical appointments, family illness, or any leave of absence. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other circumstances that require time off from work.

Eligibility & Availability

Full-time and part-time benefits eligible employees (those assigned a minimum of 32 hours per pay period) earn PTO. PTO is earned based on the number of hours worked and is calculated according to the PTO Accrual Schedule, below. PTO begins to accrue immediately upon hire. PTO is earned each pay period and is available for use in the pay period following the pay period in which the hours are accrued.

To reward longevity with Pine Haven, employees accrue PTO at a higher rate as they achieve certain lengths of service as outlined in the PTO Accrual Schedule. The accrual rate increases at the beginning of the year of employment designated for the increase. For example, the first increase occurs at the beginning of the 5th year of employment.

The maximum PTO accrual may be increased by 40 hours for a temporary 6-month period in certain circumstances with the approval of the Director of Human Resources.

An employee's PTO hours will be paid out if the employee changes status to less than 32 hours per pay period. The employee will stop accruing PTO effective with the status change, and the PTO balance will be paid out in the pay period following the status change.

PTO Accrual Schedule
Effective 12/05/2021

Length of Service	Hourly Multiplier per Hour Paid	PTO Accrual at 2080 Hours Paid/Year	Maximum PTO Accrual
0 – 4 years	0.0750	156 (19.5 days)	234
5 – 8 years	0.0904	188 (23.5 days)	282
9 – 12 years	0.0981	204 (25.5 days)	306
13 – 24 years	0.1096	228 (28.5 days)	342
25 years & up	0.1288	268 (33.5 days)	402

PTO Pay Rate

PTO is paid at your base pay rate at the time the PTO is used. Shift differentials or any other premiums are not applied to PTO hours. PTO is not considered worked hours when calculating overtime.

PTO - Scheduled

This PTO category includes time away from work that is planned in advance by an employee. This includes vacations, holidays, personal commitments, etc.

Scheduled PTO absences should be requested as early as possible but no later than 30 days in advance to allow department Supervisors adequate time to plan for the absence. PTO requests received with less than 30 days' notice will be scheduled at the department Supervisor's discretion. Previously scheduled PTO days may be cancelled up to 15 days prior to the date. Cancellations after that will be at the department Supervisor's discretion.

PTO requests will be reviewed based on the needs of the facility and staffing requirements. Requests for scheduled absences will be approved whenever possible. At times, it may be necessary to limit the number of employees that may be absent at one time, or to limit the amount of PTO an employee may take at any one time. Supervisors will arrange the PTO schedule for their departments on a first come, first served basis. If two requests for the same day off are turned in on the same day, the requests will be honored by seniority.

For employees in nursing-related positions, PTO requests are submitted to the Scheduling department, rather than the immediate Supervisor, for approval.

PTO - Unscheduled

PTO is also designed to provide pay for unexpected, unplanned situations when an employee is not able to report for work as scheduled (this includes arriving late or leaving early). For example, PTO is to be used for short-term illnesses (3 days or less), to care for an ill family member, or for a family or personal emergency. PTO is also to be used if an employee reports late for work or leaves prior to the end of the shift. Unscheduled absences, arriving late, or leaving early will be tracked in accordance with the Attendance Policy.

An employee who fails to report to work for three consecutive days without notifying his/her Supervisor is considered to have voluntarily resigned employment with Pine Haven Christian Communities.

PTO & Holidays

Pine Haven Christian Communities recognizes seven holidays for purposes of PTO and holiday rotation schedules: New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Employees are assigned to work these holidays on a rotation basis. Employees who do not work on a holiday because of the holiday rotation policy will not be paid unless they request PTO. If PTO is used, the number of hours paid will be equal to the employee's normally-scheduled hours for a work day.

If an employee is not scheduled for a normally-worked shift because of the holiday rotation policy, he/she has the option to take the holiday as unpaid (to not request PTO). This takes into consideration the diversity of our employee population and allows employees to reserve that PTO time for a different day off, if they choose.

PTO & Leaves of Absence

For absences lasting more than three days, employees must contact the Human Resources department to determine eligibility for Family Medical Leave (FMLA) or Personal Leave.

Employees utilizing Wisconsin Family Medical Leave (WFMLA) will have the option of using PTO, using Sick Leave, or taking the leave unpaid. Employees utilizing Federal FMLA will be required to use PTO or Sick Leave but will have the option to reserve PTO hours equal to ½ of their assigned hours per pay period. For example, an employee assigned 40 hours per pay period may reserve up to 20 hours of PTO.

PTO Guidelines

PTO must be used for all scheduled and unscheduled absences due to vacation, personal commitments, and recovery from brief illnesses. Exceptions to this are absences covered under Workers' Compensation, WFMLA, or other company policies such as Jury Duty, Bereavement Leave, or Sick Leave. Employees who do not work a regularly-scheduled shift due to the holiday rotation policy must request PTO in order to be paid but may elect to remain unpaid.

PTO may not be used (borrowed) before it is actually accrued, and vacation requests or personal time off cannot be granted unless the employee has PTO hours available.

PTO cannot be cashed out or sold back to Pine Haven. Employees may not increase their paid hours in a particular pay period by using PTO hours, but not taking time off.

Non-exempt employees

The minimum PTO allowed to be taken at one time is at the discretion of the department Supervisor. To schedule PTO, advance approval from the department Supervisor is required to determine if the requested time off is available.

PTO Upon Termination

PTO balances will be paid to employees who retire or voluntarily resign and provide proper notice to Pine Haven Christian Communities. Proper notice is considered to be two weeks for staff-level employees and four weeks for Managers and above. PTO may not be used after giving proper notice, unless it was previously scheduled or the employee is on an approved FMLA leave.

The PTO balance at the time of termination will be rounded to the nearest quarter hour and paid on the pay date following termination. PTO will not be paid out to employees who do not provide proper notice, do not fulfill the notice given, or are involuntarily terminated.